22 September 1962

MEMORANDUM FOR: Intelligence Assistant Directors

SUBJECT : Proposed Amendments to DCID

REFERENCE: USIB-D-5.1/1, 7 September 1962

I would appreciate it if you would have somebody review the reference paper to see if you agree with the proposed changes in DCIDs that might affect the operations of your office. If you have any comments, please get them to me by Wednesday September 26. If I do not hear from you, I will assume that you concur in the proposed changes in language.

Assistant to the DDI (Planning)

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GROUP 1 Excluded from automatic downgrading and declassification

22 September 1962

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Assignment of Action Responsibility on

USIB Papers

1. This is to remini you to raise at an appropriate meeting of the Executive Committee the problem of the assignment of action responsibility for papers circulated by the USIB Secretariat. There have been several cases recently in which we received copies of USIB papers which required action on the part of the DDI area and other parts of the Agency without this fact being obvious. As a result, the action finally taken was rather hastily improvised.

	the problem arises in large part from the increased
number of papers	that are injected into the business of the Intelligence
Community by	staff. In the past the component of the
Agency responsible	s for putting a particular piece of business in the
intelligence mach	inery was generally responsible for seeing that all
necessary staff w	ork was accomplished in the Agency.
	sels that it is not part of the Agency and is not
responsible for s	seing that CIA staff work is accomplished.

3. I suggest that you recommend that some central point such as General Carter's or Mr. Kirpatrick's office be responsible for identifying and assigning responsibility for those USIB papers that require CIA staff action.

Assistant	to	the	DDI	(Planning)

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